

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

16 July 1986

MEMORANDUM FOR: See Distribution
FROM: Edward J. Maloney
SUBJECT: Secretarial Training

1. The new Secretarial Career Package was partly implemented on 1 July 1986. There is a second part to this package -- training. As of 1 October 1986, the Office of Training and Education will implement new procedures for Secretarial Training.

STAT 2. In view of the above, OIT has invited Chief, Secretarial Training Branch/OT&E to speak to all OIT secretaries and their supervisors regarding the new procedures for training. All secretaries should be made available to attend. Listed below is the date (and room number) that your group will be briefed:

11 August 1986, 10:00-11:30, 2D03 Hqs:

Admin
GOG
HRP
M&CG
NSEG

14 August 1986, 9:00-10:30, 3W02 Plaza B:

A&TPS
DFG
MISG
NBPCO
NSG

15 August 1986, 10:00-11:30, 2D03 Hqs:

ESG
Front Office
IISG

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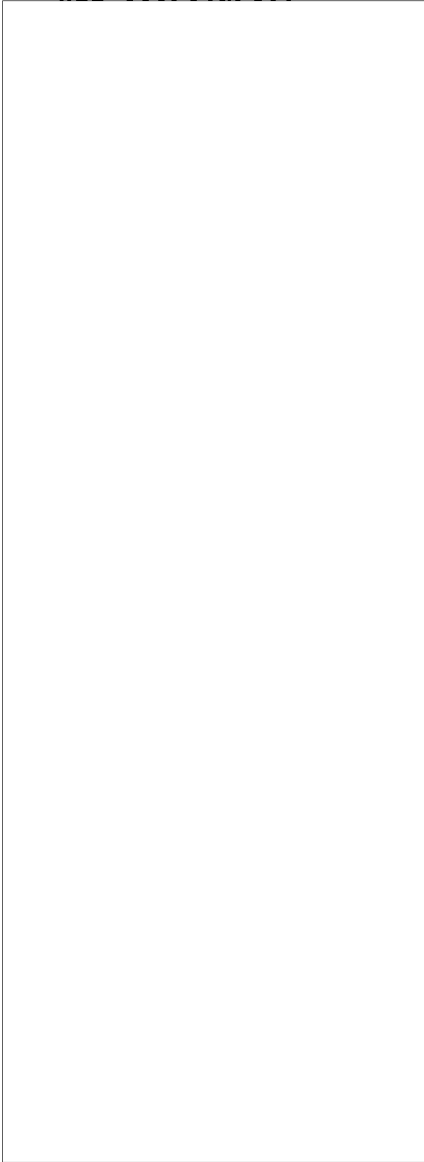
3. Please contact [redacted] Employee Development
Assistant/ HRP/OIT, on [redacted] if you will be unable to
attend this briefing.

Edward J. Maloney

Distribution:

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- All Secretaries



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